

Payment Advices

Prior to filing the payment advices, please ensure that all social security numbers or account numbers are redacted. Only redacted copies should be filed with the court.

Note: Do not file this document in the Oakland and San Jose Divisions. Please send it directly to the trustee at least seven days prior to the first date set for the Meeting of Creditors.

Below are instructions regarding how to docket Payment Advices.

- Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.
- Click the **Miscellaneous** hyperlink.
- Enter the **Case Number**, click **[Next]**.
- Select **Payment Advices**, click **[Next]**.
- Select the Debtor, click **[Next]**.
- Click **[Next]**.
- Associate the PDF file of the Employee Income along with the form **Filing of Payment Advices**, click **[Next]**.
- Click **[Next]**.
- Edit the docket text if necessary.
- Click **[Next]**.
- Review the final docket text.
- Click **[Next]**.